

TITLE 81 - JAIL STANDARDS BOARD

CHAPTER 3 - STANDARDS FOR JAIL FACILITIES - RECORDS AND STATISTICS

001 It is the policy of the State of Nebraska that each jail facility, except those facilities which have in-house automated management information systems, shall utilize a standardized procedure for record keeping. In addition, each facility administrator of a jail facility shall respond to all reasonable requests for statistical information made by the Jail Standards Board for the State of Nebraska.

002 Records and Statistics. All jail facilities shall maintain accurate and up-to-date records and statistics. The maintenance of the following records is required:

002.01 Admission/Release Form. An admission/release form containing the necessary descriptive information shall be completed for each inmate. The standardized form promulgated by the Board shall be utilized and copies forwarded to the Office of Jail Standards as indicated. The form is attached under Appendix (A).

002.02 Inventory List. Upon admission, an itemized list of all property and money of each inmate shall be completed and verified in accordance with Chapter 4, paragraph 002.04. An accurate record of each inmate's expenditures or receipts of money shall also be maintained.

002.02A An itemized account of every debit and credit for every inmate shall be kept.

002.02B Every person depositing money in an inmate's account shall sign for such deposits. However, when the depositor's signature is not obtained, the identity of the person signing for the deposit, together

with an explanation for such action shall be shown on the inmate's account form.

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002.02C The inmate's signature shall be required for all withdrawals of money from his account. However, when the inmate's signature is not obtained, the identity of the person making the withdrawal together with an explanation for such action shall be shown on the inmate's account form.

002.03 Medical Screening Form. Upon admission, a medical survey shall be completed for each inmate. Accurate records of further health appraisal data, if gathered, and all medical attention received shall also be kept.

002.04 Record of Disciplinary Actions, Grievance Decisions or Other Incidents. Accurate records of all minor and major disciplinary infractions, disciplinary action taken in accordance with Chapter 13, paragraph 003, or grievance decisions made in accordance with Chapter 13, paragraph 004, shall be maintained for each inmate. A record shall be kept of all unusual or significant incidents, such as suicide or attempted suicide, homicide or attempted homicide, natural death, escapes or attempted escapes, assaults by inmates or staff, other crimes or serious misconduct committed by inmates or staff in the facility, serious injury or illness of inmates or staff, any alleged serious infractions of the facility, fire or riot.

002.05 Telephone Calls. For the record keeping requirements, refer to Chapter 4, paragraph 002.05.

002.06 Visitor's Register. A visitor's register containing the date, the name of each visitor,

and name of each inmate to be visited shall be maintained.

002.07 Food Records. In accordance with Chapter 11, paragraph 002, accurate summary records shall be maintained of all food service.

002.08 Classification Records. If gathered, any diagnostic or other information used in the determination of classification or assignment to programs, activities, or housing shall be kept for each inmate.

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003 Access to Inmate Records. Inmates, except for those committed to the Department of Correctional Services, shall have access to accurate summary information kept in his personal records. All inmate records shall be safeguarded against unauthorized and improper disclosure. Guidelines for disclosure, shall be in accordance with the Nebraska Security, Privacy, and Dissemination of Criminal History Information Act of 1978.

004 Official Correspondence. Each facility administrator shall keep official correspondence between the facility and personnel of the Board for a period of at least one (1) year. The Board shall keep all official correspondence for a period of at least five (5) years.

005 Records Maintenance. All records, forms, itemizations, registers, or inventories which are to be maintained pursuant to this Standard must be kept by the facility administrator for a period of at least five (5) years.

EFFECTIVE DATE: August 9, 1980